



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: OPMA-06-120 (EH) (MPP)

JOB TITLE: Senior Contract Specialist, GS-1102-13/14

AREA OF CONSIDERATION: Government-Wide

Open to current Federal employees serving under a career or career conditional appointment in the competitive service, ICTAP/CTAP eligibles in the local commuting area, former Federal employees with reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities. Veterans who are preference-eligible or who have been separated from the Armed Forces under honorable conditions after 3 years of continuous active service may apply.

OPENING DATE: 07/20/2006

CLOSING DATE: Opened Until Filled
First cut-off date is 8/2/06
Cut-offs will occur every 2 weeks until vacancy is filled
Applications must be received by 5:00 p.m. EDT

PROMOTION POTENTIAL: GS-14

STARTING SALARY: GS-13, \$77,353 pa; GS-14, \$91,407 pa

Senior Contract Specialist GS-1102-13/14, (1 position), Court Services & Offender Supervision Agency (CSOSA), Management & Administration, Office of Procurement, Washington, DC.

DUTIES: The incumbent will be responsible for awarding and administering the full range of contracts for various supplies and services from simplified acquisitions to multi-million dollar procurements. Types of actions include substance abuse treatment services, halfway house services, construction, information technology, telecommunications, furniture, office equipment and miscellaneous supplies.

The incumbent provides acquisition planning and advice for Agency program offices, develops and implements various procurement-training programs, and reviews acquisition actions to ensure compliance with procurement best practices. Determines the type of contract and authority best suited to the requirement, including simplified acquisitions, commercial awards, orders under Government Services Agency Schedules or other Government Wide Acquisition Contracts; develops special clauses as applicable. Prepares statements of work in collaboration with program personnel, and prepares appropriate file documentation as required by the Federal Acquisition Regulation (FAR), including sole source justifications. Conducts pre-solicitation conferences, technical and cost evaluations, and debriefings. Negotiates contracts. Makes contract award in collaboration with senior staff. Administers contracts, including preparing and documenting modifications, changes and options. Monitors contract

performance on-and-off-site. Develops and presents procurement-related training seminars. Develops procurement policy and ensures compliance with the federal procurement regulations. Maintains and provides oversight for the Agency automated procurement system. Responds to public and private industry inquiries.

QUALIFICATIONS:

Basic Requirements for GS-13 and above:

(1.) Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher-level contracting positions, including at least 4 years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position.

AND

(2.) A 4 year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

(3.) **EXCEPTION:** Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to the positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirement and specialized experience requirement in order to qualify for promotion to a higher grade.

Applicants must have one year of specialized experience equivalent to the next lower grade level.

Specialized experience is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. Regarding this position, **specialized experience at the GS-13** level is experience preparing solicitations, assisting technical end users with drafting Statements of Work; conducting bid openings, leading technical evaluation teams, evaluating cost/price proposals, and signing contract awards. **Specialized experience at the GS-14** level is experience developing agency pre-negotiation objectives, preparing and providing formal training for staff and customers on relevant procurement topics and requirements, and preparing a variety of documents required for acquisition management, including contract modifications, revised statements of work, or letters to contractors and vendors identifying deficiencies.

Time-in-grade restrictions apply for current Federal employees. For time-in-grade requirements, status eligibles must have one year at the GS-12 level to be eligible for the GS-13 level, and one year at the GS-13 level to be eligible for the GS-14. Status-eligible candidates must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

EVALUATION METHODS: Your application will be evaluated according to the extent and quality of experience, education and training. If you meet the basic qualification requirements your application/resume will be evaluated against the knowledge, skills, and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ON A SEPARATE SHEET OF PAPER, ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW. APPLICANTS WHO DO NOT SEPARATELY ADDRESS THE KSAs WILL NOT BE CONSIDERED FOR THE POSITION.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Experience which demonstrates skill and ability in the competition, award, and administration of various procurement actions.
2. Experience which demonstrates skill and ability in the development and management of large projects.
3. Experience which demonstrates excellent communication skills in the performance of acquisition duties.
4. Demonstrated ability to use an automated procurement system.

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience and education as they relate to the qualification requirements and KSAs listed above. You must also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

Veterans: Veterans must submit their DD-214 and all supporting documents as proof of their Veterans Employment Opportunity Act (VEOA) eligibility to be considered for this position.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or meet the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury

compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Applications and all required documents must be received by 5:00 p.m. EDT on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Etheleen Harris on (202) 220-5606 or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. EDT on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.